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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

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August 30, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42 II, provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42 III, states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

Sara J. Willingham
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 13, 2017

Reclassification Request:

- The New Hampshire Insurance Department requests the reclassification of Filled position #10964 Attorney IV, Labor Grade 32, A000 to a Insurance Company Examiner V , Labor Grade 34, A000.

Division of Personnel (DOP) Reclassification Decision:

- Insurance Company Examiner V , Labor Grade 34, A000 effective 7/21/2017

Rationale for Decision:

- Positions within the Department are being reorganized in accordance with product lines, in order to place positions under the supervision of product knowledge experts. This reclassification would align position #10964 appropriately in this structure.
- This position would assume supervision of Market Conduct Examination staff dedicated to Life, Accident and Health insurance lines, to include a labor grade 33 position and an unclassified Health Reform Coordinator position.
- The proposed duties are comparable to the other Insurance Company Examiner V positions currently operating in the agency and parallel the class specification for Insurance Company Examiner V appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$139,667
Budgetary number/string 02-24-24-240010-25200000-010
3. Filled position-effective date: 7/21/2017
4. Projected cost (Salary & Benefits) for remainder of FY18: \$92,959
5. Total projected annual Salary and Benefit Cost:

Salary	\$73,359
Benefits	<u>\$31,725</u>
Total	\$105,084

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: September 13, 2017

Reclassification Request:

- The New Hampshire Department of Revenue Administration requests the reclassification of Vacant position #40773 Data Processing Supervisor II, Labor Grade 18, A000 to an Internal Auditor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Internal Auditor III, Labor Grade 23, A000 effective upon Council's approval

Rationale for Decision:

- This vacant position reclassification is requested as part of the reorganization which formed the Taxpayer Services Division. Position #40773 would be transferred to Administration to head up the Internal Audit Unit, where it would conduct audits to review the effectiveness of controls, financial records, and operations.
- This position would also identify risks and develop recommendations, including the establishment of or amendments to policies and procedures to assure accuracy and compliance with state statutes, Administrative Rules, and Department policies.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% General Funded position.
2. Total FY 18 Budgeted (Salary & Benefits): \$79,901
Budgetary number/string 01-84-84-840510-15010000-010
3. Anticipated date of hire is: 10/13/2017 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY18: \$46,790
5. Total projected annual Salary and Benefit Cost:

Salary	\$45,377
Benefits	<u>\$26,184</u>
Total	\$71,561